



BOBBY JINDAL
GOVERNOR

State of Louisiana
Governor's Office of Homeland Security
and
Emergency Preparedness

MARK A. COOPER
DIRECTOR

POSITION ANNOUNCEMENT

Closing date: Open until filled

Title: Disaster Recovery Specialist, multiple positions
Division: Disaster Recovery, Public Assistance & Hazard Mitigation Sections
Status: Long-term, Temporary, Unclassified State Employee

Primary Responsibilities: The Disaster Recovery Specialist (DRS) is the lynchpin to the statewide Disaster Recovery effort, providing oversight of the recovery grant processes of the Robert T. Stafford Disaster Relief and Emergency Assistance Act through coordination with State, Parish and Local officials and eligible nonprofit organizations, and analysis and review of recovery processes. The DRS should have a technical/professional background in finance, business management, engineering, architecture, construction management, or similar fields. The DRS will be trained on the technical aspects of the program and will be expected to exercise independent judgment in his/her coordination and advice to grant applicants, within the limits of applicable federal & state statutes, rules, regulations, policies, and procedures. The individual is responsible for ensuring that recovery work is performed in accordance with established guidelines and grant funds are expended and accounted for in accordance with federal and state requirements. The DRS will be required to review complex recovery projects and to process all necessary and related documentation supporting the expenditure of grant funds. The DRS must maintain a high degree of customer service standards and professionalism at all time in the performance of these duties.

Minimum Requirements: BA/BS degree in accounting, business, finance, engineering, architecture, construction management or similar fields, or 4 years of professional level work in such fields. Experienced in using MS Office products.

Additional Comments: Effective oral/written communication skills, strong analytical skills, ability to work independently, and effective interpersonal skills are required. Valid DL; must be able to work 12 hr shifts and beyond for extended periods during emergencies; must possess ability to traverse through rough terrain. Occasional over-night travel. **Starting salary range: \$38,000 – 42,000**

Submit an application packet containing the following four (4) items:

1. Letter of application; 2. Application, SF 10 Form (link on our website); 3. Professional resume incl. references; 4. Transcripts, professional licenses:

GOHSEP

HR - Application Section Re: DRS

7667 Independence Blvd.

Baton Rouge, LA 70806

Fax: (225) 922 – 2666

ONLY COMPLETE APPLICATION PACKETS WILL BE ACCEPTED